Approved For Release 2002/08/22 : CIA-RDP60-00538A000100060001-8

CONFIDENTIAL

MAR 3 1957

Chief, Records Integration Division

Chief, Management Staff

Distribution of Dispatches Received From the Field *(Split Routing)*

REFS : a. Memorandum from Chief, RI to Chief, Management Staff, dated
19 September 1956, subject: Request for Survey of Split
Routing Procedures (Tab A)

25X1   b. [   ] dated 31 January 1956 (Tab B)

25X1   c. [   ] dated 6 February 1956 (Tab C)

25X1   d. [   ] dated 1 February 1956 (Tab D)

25X1   e. [   ] dated 18 July 1956 (Tab E)

25X1   f. [   ] dated 16 October 1956 (Tab F)

25X1   g. [   ] (Tab G)

1. STATEMENT OF PROBLEM:

To determine the most feasible means of separation and routing in-
coming documents (split routing) where more than one organizational
element is involved.

FACTS BEARING ON THE PROBLEM:

a. The existence of operational jurisdiction of one Area Division with-
in another has prompted the need for the host Area Division to
monitor incoming correspondence in order to assure proper control of
responsibilities. Such a division of responsibilities results in a
multiple distribution of correspondence to interested offices. (For
example SR operating within WE, IO within all area divisions.)

DISCUSSION:

a. The actual "split routing" of a dispatch is presently being accomplished
at three functional levels, (1) the field, (2) FI/RI, and (3) the Area
Divisions (See Tab H for detailed procedures).

b. In the past all copies of incoming operational dispatches were released
by RI to the host division in which the operation was conducted. The
division responsible for the project or operation was dependent on the
host division for copies of such dispatches which it received.

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Document No. 003
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S
DDA Memo, 4 Apr 77
DDA REG. 77/1763
Auth: DDA REG. 20/3/26
Date: By:

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Although the procedure varied in the divisions, generally the host division returned the record copy to FI/RI. The remaining copy or copies were distributed within the division or forwarded to the division with primary responsibility. This procedure delayed the dispatch in its arrival in the division having primary responsibility.

c. Book Dispatch No. 124, dated 16 October 1956, was designed to remedy this situation for the SR Division by providing for the use of indicators by the field to determine the routing of incoming dispatches. Basically, use of the [_____] indicator serves to notify RI to (1) route the dispatch and enclosures directly to SR, (2) detach two information copies for routing to the host Division. Dispatches bearing [____] program indicators other than [_____] are routed directly to the addressee Division, two copies are forwarded to the SR Division. Experience with this procedure has shown it to have the following advantages:

    (1) Dispatches are more readily identified in RI and analysis and classification is facilitated;

    (2) It permits direct routing to the responsible division;

    (3) It eliminates delay in host Area Division; and

    (4) It provides the host Division a copy with which to monitor such dispatches on a current basis.

d. The processing of dispatches is delayed where the enclosures are not properly identified by the originator. Such identification becomes an absolute necessity where the sensitivity indicators, REDACT and KAPOK, are coupled with a special [____] ([_____]) indicator. Improper identification of such material conveys such dispatches away from the required controls established in RI/SR. This is a major factor in expediting the processing of dispatches through RI, especially when it is realized that approximately 47% of the dispatches are received with enclosures. The efficiency of this system is dependent upon the field installation making proper use of indicators.

e. The distribution (split routing) of dispatches other than where SR or IC is involved is made at the division registry or at the section or desk. Wherever feasible this function is performed at the division registry. The determination to make distribution at this point or at the section-desk level requires that the Division registry personnel maintain a continual contact with the case officer and the pertinent projects. This is necessary because the multiplicity of activities and working arrangements with other components are only familiar to the pertinent desk.

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e. Although one system in use involves the preparation of envelopes by the field (excluding those identified to pass unopened), it does not expedite the delivery of dispatches to the responsible Area Division. Dispatches (excluding those of TSS) are first identified, classified, index cards and abstract file slips prepared prior to releasing to the Area Division. Distribution of dispatches as a centralized function not only results in better utilization of personnel, but restricts the activity, reduces the possibility of error, providing better control and resulting in a more expeditious distribution of dispatches.

h. Incoming dispatches which require "split routing" functions in RI represent approximately 2% of the total dispatches received.

4. CONCLUSIONS:

a. The field stations are not following instructions with respect to the use of indicators or dispatches and attachments.

b. A uniform procedure does not exist for the preparation and routing of incoming dispatches where the division having primary responsibility is required to operate from the jurisdictional area of another division.

c. The use of routing indicators is a sound policy for the expeditious distribution of dispatches.

d. With special indicators the function of "split routing" can be accomplished more effectively from the RI Division, when the traffic volume warrants.

5. RECOMMENDATIONS:

a. RI Division be designated as the area for centralization of the "split routing" wherever traffic warrants the assignment of an indicator for that purpose.